

**From:** Bell, Jennifer C. DPI  
**Sent:** Thursday, January 24, 2019 9:52 AM  
**To:** ACT Test Coordinators, High School Principals, DACs  
**Subject:** WI Statewide ACT Assessments Update - Jan. 24

Dear educators,

Mark your calendars for the two Wisconsin-specific Aspire training webinars in preparation for grade 9 and 10 statewide Aspire testing. Please register and share these registration links with your colleagues:

- [Technical Readiness](#), Tuesday Feb 5, 10am
- [Test Administration](#), Thursday, Feb 7, 10am

All webinars will be recorded and posted to the [DPI ACT Trainings webpage](#).

Please continue reading below for important information about deadlines related to statewide ACT and WorkKeys testing.

### **DEADLINE TOMORROW, JAN 25 Resubmit non-approved ACT accommodations for reconsideration**

- Log into TAA to view status and decisions on accommodations requests.
- If a request is not approved, you can submit additional documentation to support your request through **January 25**.
- In TAA, ACT includes notes about what documentation is needed to approve the request.
- Download the Decision Notification in TAA and read these notes so you can see what has been approved and where additional documentation is necessary.
- If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or [actstateaccoms@act.org](mailto:actstateaccoms@act.org).

### **What do I do for new grade 11 students who just enrolled in my school?**

- Follow the Enroll process found on p. 17 of the [PearsonAccessNext User Guide for the ACT](#).
- Follow the Enroll process found on p. 12 of the [PearsonAccessNext User Guide for WorkKeys](#).
- You must add new students to PAnext so they have an ACT student number. You'll need to use the ACT student number on their answer documents.
- Since new students will have been added to PAnext after Jan 17, you will not receive barcodes for them and will need to either use overage materials or place an additional order for more materials.
- When a student doesn't have a barcode, schools must follow the instructions in the test administration manuals on how to prepare an answer document without a barcode.

### **What if the new student needs accommodations?**

- If the student's former school submitted the accommodations request and it was approved, ACT will transfer the accommodations materials to your school's order once you add the student to PAnext.
- If the student's former school did not submit the accommodations request in TAA, you can do so. You must complete and submit the [Late Consideration Form](#) along with your request in TAA.
- For students transferring from outside Wisconsin, please submit the request in TAA with the [Late Consideration Form](#).

## **What do I do in PearsonAccessNext for students who are taking DLM?**

Students who will take the DLM should stay enrolled in PAnext. Starting Feb 20, you can indicate that they are taking the alternate assessment under State Use Question #1 in the Create /Edit Student screen. Please see the [ACT WI Supplement](#) and [WorkKeys WI Supplement](#) for complete instructions.

## **My accommodated materials counts in PearsonAccessNext are incorrect for ACT. Why is that?**

ACT accommodated materials counts will change as ACT reviews accommodations requests and applies TAA Pin numbers to PAnext for approved accommodations. Continue to check the Accommodations and Supports roster to ensure you will receive the correct materials. Instructions on how to run the report can be found on p. 19 of the [PearsonAccessNext Use Guide for the ACT](#).

## **I had some technical difficulties with Aspire last year. What can I do now to prepare for Aspire testing this year?**

ACT Aspire has a practice environment called an Infrastructure Trial that schools can use to prepare for Aspire testing. An Infrastructure Trial provides an opportunity to review your device, network, and staff readiness, perform all setup and readiness tasks, and deliver an example test that mirrors a live testing event, but without using live student data. Infrastructure Trial setup is available to schools upon request. Contact ACT Aspire to participate: (855) 730-0400.

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

### **ACT Help Desk**

General: 800-553-6244, ext. 2800; [statetesting@act.org](mailto:statetesting@act.org)  
Accommodations: 800-553-6244, ext. 1788; [actstateaccoms@act.org](mailto:actstateaccoms@act.org)  
Aspire: 855-730-0400  
<http://www.act.org/stateanddistrict/wisconsin>

### **General Information and Policies**

Jennifer Bell  
608-267-7268  
[jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov)  
<https://dpi.wi.gov/assessment/act>

### **Student Data**

Phil Cranley  
608-266-9798  
[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

### **Choice Program and Test Security Issues**

Duane Dorn  
608-267-1069  
[duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*